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**INDIANA COMMISSION ON PROPRIETARY EDUCATION***Board of Commissioners Meeting Memorandum*

**Date:** September 12, 2007

**From:** Jeff Weber, Commissioner

**Subject:** **Indiana E-Transcript**

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**Staff Recommendation**

For information only.

**Background Information**

Indiana E-Transcript is a free service to assist Indiana students in applying for college. As this program is available to students wishing to attend all sectors of postsecondary education, information will be presented to the Commission and disseminated to schools.

**Supportive Documentation**

1. Indiana E-Transcript information from <http://www.learnmoreindiana.org>.
2. E-Transcript contract information from the Commission for Higher Education, dated, August 10, 2007.

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# Indiana e-Transcript

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## Need Your Transcript?

### Go online! It's free!

Applying to college may seem like a lot of paperwork, but the Indiana e-Transcript initiative can help by allowing students to order their official high school transcript online.

Indiana e-Transcript sends high school transcripts electronically to the colleges, universities and scholarship funds. The free service is provided to Indiana students and families by [ISM Education Loans](#), in partnership with the [Indiana Commission for Higher Education](#) and the [Indiana Department of Education](#).

You can access Indiana e-Transcript 24 hours a day, seven days a week. It's safe and secure. Best of all, delivery to all participating in-state colleges and universities is free.

## How students can get started:

### Sign Up

1. Find and click on the Indiana e-Transcript link on your high school's Web site.
2. Create your e-Transcript Account.
3. Provide identifying information so your school can locate your transcript.

### Choose

1. Select the colleges you're applying to.
2. Confirm your selections.
3. Read and accept the user agreement.

### Sign Off

1. Review your request.
2. Check your email to receive confirmation that your transcripts have been delivered.
3. Relax. You're done.

## COMMISSION FOR HIGHER EDUCATION

Friday, August 10, 2007

### NEW BUSINESS ITEM: Extension of the eTranscript Contract

#### Staff Recommendation

That the Commission for Higher Education authorize staff to sign an extension of the eTranscript contract with Docufide, Inc., the vendor that is providing the software and services needed to operate Indiana eTranscript.

#### Background

In July 2005, the Commission for Higher Education authorized staff to negotiate and sign a contract with Docufide, Inc. “to provide the requested services described in the Broad Agency Announcement issued on March 22, 2005 to pilot test and implement the eTranscript Initiative.” Since the original contract was signed on August 25, 2005, 70 percent of all Indiana public and non-public high schools have become “live,” i.e. they are capable of sending transcripts electronically to colleges and universities. Together, these high schools enroll 74 percent of all public and non-public high school students. To date, close to 15,000 transcripts have been sent electronically by these schools.

Indiana Secondary Market for Education Loans, Inc. (ISM) has provided financial support for Indiana eTranscript, which has allowed transcripts to be sent electronically at no cost to students, high schools, or colleges. ISM has recently provided additional support for extension of the contract. The *Amending Agreement II* with Docufide (see attachment) permits the contract to be extended, and allows for the possibility of enhancements to existing services to be negotiated. The basic extension of the contract will include an enhancement to existing services, by which students can send transcripts – electronically or through print delivery – to any college or university in the nation. Since *Amending Agreement II* calls for expenditures exceeding \$50,000, the Commission must provide authorization for staff to enter into the contract with Docufide on behalf of the Commission.

#### Supporting Document

*Amending Agreement II*, dated August 8, 2007

# **Amending Agreement II**

**THIS AMENDING AGREEMENT** dated this 8th day of August, 2007 by and between the Indiana Commission for Higher Education, with a principal office at 101 West Ohio Street, Suite 550, IN 46204, ("ICHE"), and Docufide, Inc. with a principal office located at 1990 S. Bundy Drive, Los Angeles, CA 90025 ("Docufide").

## **Background**

- A. Docufide and ICHE entered into the contract (the "Contract") dated August 25th, 2005, for the purpose of delivering the technology and services to provide for a statewide electronic transcript service known as the e-Transcript Initiative ("ETI").
- B. An initial Amending Agreement was entered into by the Parties on December 21, 2006.
- C. The Parties desire to amend the Contract on the terms and conditions set forth in this Amending Agreement II (the "Agreement").

**IN CONSIDERATION OF** the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, both Parties agree to keep, perform, and fulfill the promises, conditions and agreements held in the existing Contract with the addition of the following Amendment:

## **Amendment**

1. ICHE and Docufide will notify all Indiana schools that effective July 1, 2007 all non-expedited (i.e., overnight delivery service) transcripts delivered from participating Indiana high schools by Docufide shall be fully subsidized. The prices to be paid by ICHE for these services will be \$2.55 for each transcript delivered electronically and \$4.25 for each transcript delivered via the United States Postal Service.
2. ICHE will pay Docufide \$67,750.00, to cover the Annual Service Fees of \$250.00 for one year, effective July 1, 2007, for each of the 271 Indiana schools that have signed a Docufide Services Agreement and who are "Live", that is, capable of sending transcripts using the Services.
3. ICHE will pay Docufide an amount of \$25,309.00 as full settlement for past Services performed during the period of April 1, 2007 through June 30, 2007.
4. ICHE will pay Docufide an additional one hundred thousand dollars (\$100,000.00). These funds shall be applied by Docufide to all invoiced payments due from ICHE commencing on July 1, 2007. These invoices will be for monthly ongoing ETI services as described in paragraph 5 below or for payments due for any development project for which ICHE and Docufide agree to in writing.
5. Commencing on July 31, 2007 Docufide will invoice ICHE monthly for:
  - a. Fees for all transcripts delivered by Docufide from Live schools during the prior month. The invoice will include a summary of transactions for each participating school.
  - b. Annual Service Fees of \$250 for each new Indiana school that signs a Docufide Services Agreement and is set Live during the preceding month.

- c. If changes made by a Live school to their transcript record cause Docufide's transcript template to no longer properly function Docufide shall perform the required reinstallation of the school's transcript template. Docufide will charge ICHE a reinstallation fee of \$250 for each of these occurrences. Unless there is a statewide required change in the content of Indiana's transcripts, the total number of reinstallations that Docufide will invoice ICHE during a year will be capped at 25% of the number of Live schools at the end of that year.
6. Invoices for payments identified in paragraphs 2 - 5 above shall be due within thirty (30) days after the date of receipt of invoice.
7. This Agreement will automatically renew for successive one year periods, unless and until terminated by either party, in its sole discretion, by providing written notice, which may be delivered by email, to the other at least sixty (60) days prior to the then current termination date. Docufide shall notify ICHE of the termination date ninety (90) days prior to the then current termination date via certified mail.

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written.

**Indiana Commission for Higher Education**

**Docufide, Inc.**

By: \_\_\_\_\_  
Stanley G. Jones, Commissioner

By: \_\_\_\_\_  
John Reese, President